

**POLICY TITLE: Student Use of Personal Communication
Devices**

**POLICY NO: 518
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Parma School District No. 137 recognizes the value and importance of electronic communication, online presence, and innovative technology tools to enhance the learning experience and work environment within the District.

By placing limits on the permissible use of such electronic devices, the Board intends to: 1. Adopt policy in alignment with State Department of Education guidance on cell phones; 2. Promote student safety; 3. Support staff in maintaining an environment that encourages learning; 4. Reduce distractions in the learning environment; 5. Improve academic focus; 6. Promote responsible technology use; 7. Prevent cyberbullying; and 8. Mitigate the privacy concerns posed by personal electronic devices.

This policy shall apply to any electronic device not issued by the district that is capable of accessing the internet or sending an electronic message to another device, such as smart phones, other cell phones, tablets, laptops, e-readers, and smart watches.

DEFINITIONS

“Personal Communication Device (PCD)” or “Device” includes, but is not limited to, personal cell phones, smartphones, smartwatches (a watch that receives or sends calls, texts, emails and/or social media notifications), earbuds, headphones, tablets (e.g. iPads and similar devices), personal computers, laptops, iPods/MP3 players, electronic readers (e.g. Kindles and similar devices), pagers, and other similar devices or media players, without regard to the commercial name or manufacturer of the device, whether handheld, car models, laptop or other computer usage, or combinations of any of the above.

RESTRICTIONS ON TIME AND LOCATION USE

Students are prohibited from using cell phones in the following times and places: 1. On district property upon entrance into the building at the start of the school day; 2. During class time; 3. During passing periods; 4. During lunch; and 5. In bathrooms, locker rooms, or changing rooms.

Students are permitted to use cell phones in the following times and places: 1. Before and after the school day; and 2. At school activities, outside of school hours.

Any use of an electronic device required by a student’s 504 Plan or Individualized Education Plan (IEP) shall be permitted regardless of whether it would otherwise violate this policy.

CONTAINMENT OF DEVICES

When use of personal electronic devices is not permitted, such devices must be powered off, and out of sight, and off person. Devices may be stored in: 1. The student's locker or cubby; 2. The student's backpack and/or 3. In personal vehicle.

Students are responsible for safeguarding devices they bring to school. The District shall not be responsible for loss, theft, damages, or destruction of student owned devices brought onto school property.

GENERAL PROVISIONS AND PROHIBITIONS

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated (See Policy 506 –Student Harassment).

The district is not responsible for theft, loss, damage, or vandalism to PCDs brought onto its property.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school's main office. Students may use designated school phones to contact parents/guardians during the school day.

DISCIPLINARY ACTION

First offense: Device will be brought to the main office by the student. The student's name will be recorded and the device may be picked up after school by the student.

Second offense: Device will be brought to the main office by the student. The student's name will be recorded and the parent/guardian is required to pick it up, or authorize its return to the student after school.

Third offense: Device will be brought to the main office by the student. The student may be suspended for a minimum of one day (either In-School Suspension or Out-of-School Suspension), student will not be allowed to have the device on campus for the remainder of the school year, and the device will be returned to the parent/guardian.

Students who violate the privacy provisions of this policy and/or use a PCD to violate the privacy rights of another person may have their device confiscated and held until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated device may be turned over to law enforcement.

The district will use reasonable care to safeguard confiscated devices by designating a locked storage area, but does not assume liability in the event such confiscated device is lost, stolen, or damaged.

Repeated violations of this policy may result in disciplinary action, up to and including suspension or expulsion. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity.

IMPLEMENTATION, NOTICE AND REVIEW

The district will ensure that students, staff, and parents/guardians are informed of this policy and how it will be implemented through publication in student handbooks, publication of the policy on the district's website, school bulletins, classroom discussions, and correspondence. The superintendent or designee shall also develop practices and/or procedures that reinforce and address the following:

1. Digital literacy;
2. The effects of cyberbullying;
3. Privacy concerns;
4. The safe use of cell phones and smart devices during emergencies;
5. The mental and physical health effects of high levels of cell phone and social media use;
and
6. Online disinformation.

The superintendent shall report to the board annually about the effectiveness of this policy and shall recommend changes to it as needed.

**LEGAL REFERENCE:**

Idaho Code §33-512 – Governance of Schools
Executive Order No. 2024-11 – Phone Free Learning Act (Idaho)
20 U.S.C. §1232g (Family and Educational Rights Privacy Act)
34 C.F.R. Part 99

CROSS-REFERENCE:

540 – Maintenance of Orderly Conduct
542 – Searches by School Officials
543 – Student Suspension
544 – Student Expulsion/Denial of Enrollment
545 – Disciplining Students with Disabilities (IDEA)
546 – Disciplining Students with Disabilities (Section 504)
942 – Acceptable Use of Internet, Computer and Network Resources

ADOPTED:**AMENDED:**